

JOB DESCRIPTION: **TRANSIT PROGRAM COORDINATOR**DATE: **10/18/2018**

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<b>EXEMPT (Y/N):</b>	Yes	<b>JOB CODE:</b>	CSC
<b>DEPARTMENT:</b>	Transit	<b>CLASSIFICATION:</b>	480
<b>SUPERVISOR:</b>	Transit Program Administrator	<b>SALARY RANGE:</b>	E04
<b>UNION (Y/N):</b>	No	<b>LOCAL:</b>	N/A

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**GENERAL STATEMENT OF DUTIES:** Assist the Transit Program Administrator in the direction and oversight of the County public transportation system. Monitor and manage contractor provided services for the Transit Program. Monitor the preventive maintenance program for transit vehicles and any shared services maintenance program serviced by Transit. Advertise, promote and communicate the capabilities of the Transit Program. Do other duties as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned and all duties are performed under the guidance and direction of the Transit Program Administrator.

Assist in the management, coordination and oversight of the Public Transit Program.

Monitor and provide oversight of contractor provided services and billing, ensuring compliance with Federal, State and Local rules and regulations and Program goals and objectives.

Develop, coordinate and implement a marketing plan to attract riders and increase use of Public Transit in Columbia County.

Prepare grant applications and provide administration of ongoing funding streams, including grant and contract oversight.

Design bus routes and schedules, including analyzing run cutting to provide efficient, cost effective operation of routes and service. Prepare monthly statistical analysis of route performance, ridership and costs.

Enforce County and Transportation Plan policies, rules and regulations and applicable Local, State and Federal laws.

Assist in the preparation of the annual budget. Review and monitor expenditures for compliance with approved budget.

Review and respond to inquiries from citizens. Resolve problems and complaints appropriately. Provide assistance and information to individuals and organizations interested in the Transit Program.

Prepare, recommend for adoption, and implement policies and procedures relating to the Transportation Plan and Program.

Represent the County at designated public and county meetings. Provide information on Transit Program activities and status of projects to County officials, news media and the public.

Assist and monitor the Transit operations contractor in efficiently resolving maintenance issues with Transit vehicles.

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Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not currently a normal responsibility of this position though the position may provide guidance to administrative personnel and workers employed by a temporary staffing agency.

**SUPERVISION RECEIVED:** Work with considerable independence under the general direction of the Transit Program Administrator who provides policy and administrative direction and review performance.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to a bachelor's degree from an accredited agency, in the field of business, public transportation, public administration or related field with at least three years' experience in transit services, planning or related field. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of issues related to transportation systems and planning. Knowledge of DOT regulations, state and federal rules and regulations relating to transit systems. Knowledge of budgeting, program planning, project management and contract management and compliance. Ability to develop and implement County transportation programs. Ability to meet deadlines and work independently in cooperation with community and agency representatives. Ability to work through self-initiative without requiring extensive guidance and direction. Familiarity with personal computers and standard business software programs, such as word processing and spreadsheets.

Ability to communicate effectively in both verbal and written form. Ability to maintain cooperative and effective working relationships with contractors, fellow employees, other agencies, County officials and the general public. Ability to work effectively in an environment of limited funding and high public visibility.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a valid driver's license and be insurable under the County's liability insurance coverage.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While in the office minimal, involving the movement of files, books, equipment, etc. seldom exceeding 20 pounds. The employee may be required to assist riders weighing up to 300 pounds in accessing transit vehicles. Field activities require walking, bending, stooping and climbing, sitting, balancing,

stooping, kneeling, crouching and crawling. Certain activities may require operating a public transit vehicle.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Typically, general office environment with occasional exposure to a vehicle maintenance shop environment. The shop environment includes exposure to moving mechanical parts and vibration as well as fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and risk of electrical shock. The noise level in the maintenance shop environment is usually loud.

Requires traveling throughout the County for attendance at meetings and/or other events and occasionally attendance at evening meetings. Occasional field work will expose position to all weather conditions and a variety of terrains.